



CHARLOTTE FIRE DEPARTMENT

Place of Assembly Guidelines

- It is the responsibility of the management to ensure the safety of all occupants during any event. All locations shall comply with the North Carolina State Fire Code's Crowd Management Requirements
- All fire protection systems shall be properly maintained and operable at all times the structure is occupied. Unforeseen or emergency system impairments shall immediately be reported to the Charlotte Fire Department as noted at the bottom of this document, and proper fire watch procedures shall be implemented.
- Fire alarm or fire protection systems shall not be rendered inoperable without prior approval and notification of the Charlotte Fire Department.
- All occupants are required to evacuate upon activation of the fire alarm system, and fire alarm systems shall not be silenced or reset without prior approval of on-site Fire Department personnel. In no case shall a fire alarm system be silenced or reset prior to the arrival of the Charlotte Fire Department.
- All exits and exit access shall remain operable and unobstructed at all times.
- A Maximum Occupancy Load placard shall be properly displayed within sight of the main entrance. Management is fully responsible for ensuring the number of occupants allowed does not exceed the posted occupancy limit. Please contact the Fire Prevention Bureau at 704-336-2101 if you need a placard.
- Assembly type events shall not occur in any location or space within a building not approved as a "Place of Assembly". This includes lobby areas in high-rise buildings, condos, etc, or other similar areas which are a component of the means of egress.
- The temporary use of a "non-assembly" type of space for assembly purposes requires prior approval and permit by the Charlotte Fire Department.
- The addition of any stage or special arrangement erected for temporary purposes shall be pre-approved by the Charlotte Fire Department.

Impairment Notification Procedures

To register a fire protection or life-safety system impairment, go to "charmeck.org." Under "Departments", click on "*Charlotte Fire Department*", then "*System Impairment Notification*" under "Services" tab.

If you have any questions or need additional information please contact the Charlotte Fire Department Fire Prevention Bureau at 704-336-2101